

# North Stafford High School

## Final Exam Exemption Notice

Students who are exempt from exams, according to the Stafford County Exam Policy stated below, may be excused from attending the scheduled exam listed with parental permission and prior arrangements. Seniors will report for all exams on the date and time of their scheduled exam and on early release exam days will exit the building immediately upon completion. Underclassmen who have a signed exemption form for the second exam period on an early dismissal day MUST leave immediately after their first examination and no later than 9:45 a.m. Those students who have signed exemption forms for the first examination period on an early dismissal day should not come on school grounds before 9:30 a.m. **Exams will be administered according to the exam schedule.** Any request for changes must be in writing from the parent to Dr. Hornick at least **five days in advance** with the **reason for the request**. **Only emergencies will be considered.**

These forms must be returned to the Main Office **completed** no later than **June 6<sup>th</sup>** for underclassmen and no later than **June 4<sup>th</sup>** for seniors. **EXEMPTION STATUS is based on continued participation, attendance, and return of textbook(s) in all classes. An exemption can be revoked until the day of exam.**

Student: Please print your info in the columns below. Use a pen. Be sure to write your COMPLETE schedule.			Teacher: Please initial in pen in the appropriate column.			
Student's Name		Grade Level	"A" Average	"B" Average	Passed SOL	Not Exempt
Block	Subject	Teacher				
<b>1</b>	X					
	Y					
<b>2</b>	X					
	Y					
<b>3</b>	X					
	Y					
<b>4</b>	X					
	Y					

I give permission for my son/daughter to leave North Stafford High School during his/her examination period if he/she is exempt. I understand that my son/daughter must provide his/her own transportation to/from school and **may not** return to school to use school bus transportation.

Note: If you have any questions concerning this policy, please contact your child's Supervising Principal at 658-6150. Students arriving at school after the examination class bell has rung will NOT be permitted to enter the examination room. The student must meet with his/her Supervising Principal and request permission to reschedule the exam if there is an excused reason for being tardy to the exam.

**NO EARLY RELEASES ARE ALLOWED DURING ANY EXAMINATION PERIOD.**

Parent (Guardian) Signature \_\_\_\_\_ Date \_\_\_\_\_

**Exam Exemption Criteria: (Final Exams Only)**

- Student maintained an "A" average (93) for the course for the entire term of the course and has not been suspended during the term of the course.
- Student (grades 9-11) maintained a "B" average (83) for the term, had 2 or fewer absences, and was not suspended out of school during the term. (For yearlong courses students may have 4 or fewer absences.)
- Student (grade 12) maintained a "B" average (83) for the term, had 3 or fewer absences, and was not suspended out of school during the term. (For yearlong courses seniors may have 5 or fewer absences.)
- Student passed applicable SOL test this year.

Exams will be administered according to the exam schedule. Any request for changes must be in writing from the parent to the Principal five days in advance with the reason for the request. **Only emergencies will be considered.** *Please plan your vacations accordingly.*

Students who have earned an exemption in a course have the opportunity to take the exams to improve their final grades without risk. Dr. Hornick has the discretion to make exceptions to the exam exemption guidelines based on extenuating circumstances related to attendance, grades, and student behavior.

Students who are enrolled in college-level courses will be required to take final exams if required to earn college credit.